C O N F I D E N T I A L

OIT 138 -87

17 March 1987   OIT/TRIS
                       LOGGED

25X1

MEMORANDUM FOR: Director of Information Technology

FROM:

Special Support Assistant to the DDA

SUBJECT: Personal Foreign Travel Reporting System

1. This memorandum is to request your support for implementing an electronic personal foreign travel reporting system using AIM by the External Activities Branch, (EAB), Office of Security (OS).

2. The purpose of automating the current reporting system using Form 879 is to increase employee compliance by enabling the system to respond more quickly and to permit the reporting of last minute travel changes. Automation will also result in more efficiencies for EAB in processing requests and in identifying employees who may be at risk in the event of a hijacking. The concept may also be applicable to other EAB reporting functions involving Outside Activities.

3. In order to implement this new system, OS will need the services of two OIT employees well versed in AIM coding, REXX programming and database management systems for a 10-14 week period. They will also need two additional Delta Data terminals (with VM lines) and a Xerox 3812 printer with an associated bisynchomous line.

4. A feasibility study containing more information about the goals and specifications of the proposed system are attached for your review. The points of contact on this project are [   ] Chief, External Activities Branch, OS, [   ] Chief, Office Information System Section, ADP Branch, OS.

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5. This initiative is in furtherance of the Executive Director's working group on improving the security of employees traveling abroad. In view of our strong desire to implement this program quickly to utilize its capabilities during the summer travel period, any assistance you can provide to expedite it will be appreciated.

6. If any further information is needed regarding this effort, please

25X1   contact _____ of my staff on

Attachment:
   As stated

cc: C/EAB/OS
      C/ISS/ADP/OS

2

CONFIDENTIAL

FEASIBILITY REPORT

for

PERSONAL FOREIGN TRAVEL SYSTEM

Prepared by:

Office Information Systems Section
ADP System Branch
Administrative Staff
Office of Security

CONTENTS

ADMINISTRATIVE - INTERNAL USE ONLY

Chapter 1

FEASIBILITY REPORT

1.1 INTRODUCTION

On 5 February 1987, representatives from the External Activities Branch and the Security Support Division of the Office of Security met with the Special Support Assistant to the Deputy Director of Administration to discuss automating information on personal foreign travel. By having this information in a central repository, if a disaster should occur, the Office of Security would be better prepared and able to react to the situation by identifying any Agency employees which may be involved. On the same date, 5 February 1987, the above mentioned Security Officers met with the Chief of the Office Information Systems Section of the ADP Systems Branch in the Office of Security. This meeting resulted in the agreement that on 19 February 1987 a report would be issued to the Security Officers on the feasibility of this request.

The purpose of this document is to provide an overview of the feasibility of automating the form 879 and storing the data for personal foreign travel electronically. An overview of how the ADP Systems Branch envisions the operations of this system and the proposed solution along with cost, staffing and risk assessments are included in this document.

1.2 SYSTEM OPERATIONAL OVERVIEW

1.2.1 OBJECTIVES

This system should accomplish three main objectives and three secondary objectives. The first main objective is to speed the approval of requests for personal foreign travel. By automating this request and the routing of the request, the time wasted by improper routing and the time lag of sending these requests through the internal mail system will be eliminated. Secondly, the employee will be able to track the status of his own request. This will free the Security Officer from having to do status checks and thus increase the productivity. The third major objective of this system

PAGE 1

ADMINISTRATIVE - INTERNAL USE ONLY

is to allow queries to list if any employees are on travel and possibly involved if an incident should occur (i.e. a hijacking).

There are three secondary objectives of the system. First, the system can provide statistics on how many requests have been processed, how many people are travelling to certain areas, etc. Second, the system can provide a list to requestors of currently hazardous areas. This will remind the employee that a request for these areas may take longer to process and may possibly be disapproved. Lastly, by making this process easier for everyone involved, the goal of this system is that all employees who are involved in personal foreign travel will report this to the Office of Security.

1.2.2   SYSTEM FUNCTIONAL CONCEPT

The following is the concept of how the Personal Foreign Travel System will operate. An employee will logon to VM in the _____ Computer Center (VM1, VM2, or VM3) and enter the Automated Information Management (AIM) environment. The employee will type in the command to create a request for personal foreign travel. This command will invoke an AIM model which will prompt the employee for answers to specific questions regarding their travel. When the employee answers all the questions and sends the document, it will automatically be routed to the appropriate officials for approval _____

etc.). The employee may then use the 'Query Document Seen' command in AIM to find out the status of the request.

Each approving official will have the opportunity to disapprove (reject) the request or approve the request by forwarding it on. When the request reaches its final destination (External Activities Branch/Office of Security) an approval (or disapproval) notice will be sent via AIM to the requestor. The data will be extracted from the request by a program invoked by the External Activity Branch and the data will be put into a central database. This data may then be queried by the External Activities Branch as necessary.

The AIM model will also include an option to produce a cancellation memo for a previously sent request. When this memo reaches External Activities Branch, a program will be invoked to match the data in the cancellation memo to the record in the database and the status of the request in the database will be changed to CANCELLED.

ADMINISTRATIVE - INTERNAL USE ONLY

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For those employees who do not have access to AIM in the [   ] Computer Center, a hard copy form will need to be filled out and routed by the employee to the Area Officer or designee in their office. This person will be responsible for entering the data into the AIM model. When the request reaches the External Activities Branch, the data will be dumped into the database. An approval (or disapproval) will be given to the employee by hard copy. If a hard copy request is to be cancelled, the employee will notify the office designee who will create the AIM memo for cancellation.

1.3 SYSTEM DEVELOPMENT PROPOSAL

In order to develop the Personal Foreign Travel System, there are four steps which need to be taken. First, the Form 879 must be redesigned to be specific for personal foreign travel. This is necessary in order to develop the Automated Information Management (AIM) model and also make input of data from a hard copy request accurate and complete. ' Second, the form must be coded into an Automated Information Management (AIM) model. Third, the database must be designed along with input menus, update menus and search routines. Lastly, the interface to transfer data from the AIM model request into the database must be developed. The following sections describe the resources, time frame and costs involved in developing this system.

1.3.1 TIME FRAME AND STAFF SUPPORT

The time frame necessary to implement this system is fourteen (14) weeks. See Attachment A, Project Schedule and PERT Chart, for complete details. This 14 week schedule is dependent upon having two (2) staff employees assigned to this project who are well-versed in coding AIM models, REXX programming and a database management system. If only one staff employee with these skills is provided the time frame will extend to 17 weeks.

Contractor support is not being proposed for the development of this system for two reasons. First, the process of getting a contractor involved in this system will delay the start date by two to four months. Secondly, due to the short-term nature of this project it is doubtful that any responses from contracting firms would be received.

PAGE 3

ADMINISTRATIVE - INTERNAL USE ONLY

STAT

1.3.2 EQUIPMENT REQUIREMENTS

Of all employees 'assigned to the immeidate headquarters area, approximately 53% of these employees have access to AIM in the [   ] Computer Center. These employees should be encourage to use the automated form for personal foreign travel request to speed their processing.

Currently, the External Activities Branch of the Office of Security has one Delta Data terminal and one Data Royal printer. In order to run this system at full operating capability it is projected that two additional Delta Data terminals (with VM lines) and a Xerox 3812 printer with an associated bisynchronous line will be needed. This equipment must be identified and procured . immediately. However, it is estimated that initial operating capability can be achieved and serviced for three months with the **existing equipment.** The projections for increased use of the automated system are that for the first three months one terminal and the Data Royal printer may be sufficient. It must be remembered though that this system will not succeed if the proper equipment is not installed within three months.   '

1.3.3 COST ANALYSIS SUMMARY

The one cost associated with implementing the Personal Foreign Travel System is $6,000 to procure a Xerox 3812 printer. The bisynchronous line for the printer and the two VM lines should be installed by the Office of Information Technology at no charge. There may be a charge for the Delta Data terminals if we can not relocate any from within the Office of Security. This charge, if needed, will be $2,000 each for a total of $4,000. At this time it is estimated the Printing and Photography Division of the Office of Logistics will produce the new personal foreign travel form at no cost to the Office of Security.

Therefore, the total estimated cost (worst case) for the implementation of this system is $10,000.

1.3.4 RISK ANALYSIS

Several items important to completing this project on time present a risk. First and foremost is staffing support. By having two employees with the proper skills for developing this project, the 14 week time period is satisfactory. If only one employee with the proper skills can be placed on this project, the time frame must be expanded by 3 weeks to

PAGE 4

ADMINISTRATIVE - INTERNAL USE ONLY

17 total weeks. If the employees assigned to this project do not have the needed skills, it is possible that the time frame could double.

Currently the ADP Systems Branch in the Office of Security does not have any personnel available to assign to this project. Even if one of the inidiviuals was assigned to this project, at the current time none are well-versed in all three skills necessary to complete this project on time. Therefore, the recommendation is to approach the Office of Information Technology for at least one but preferably two staff employees for 14 weeks who have the required skills to complete this project.

The second item which poses risk to this project is the installation of two additional Delta Data terminals with VM lines, a bisynchronous line and the purchase of a Xerox 3812 printer. Once the Personal Foreign Travel System begins getting more use by Agency personnel this equipment will be necessary to keep up with the workload. The Xerox 3812 printer is needed to print off copies of requests for placement in the individual's security file and more importantly for printing a search listing if one is required after hours or on the weekends

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The third risk item is that the new hard copy of the personal foreign travel request form is not received from reproduction within 13 weeks. This would not stop the system from becoming operational, however it may cause the personnel responsible for inputting data to have to contact the requestor to obtain additional information not included in the submitted form. This would negate the objective of increasing productivity.

The final risk item is that employees will not use the automated form for Personal Foreign Travel. The availability of this form must be advertised to the Agency headquarter's population. Fifty-three percent of these employees have access to AIM in the [   ] Computer Center. These employees should be highly encouraged by upper-level management to use the automated version of this form. The office designees for entering this information into AIM must be identified and made known to the rest of their office. A strict policy on when to accept hard copy forms and when to accept only automated forms must be developed and enforced.

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ATTACHMENT A

SCHEDULE

	Item	Weeks	Must Follow
A.	Redesign Form	1	—
B.	Print & Distribute Form	13	A
C.	Create AIM Model	3	A
D.	Design Database	2	A
E.	Develop Interfaces	3	C,D
F.	Develop Menus	2	D
G.	Develop Searches	3	D
H.	Testing	2	E,F,G
I.	Training	1	H
J.	Initial Operations	—	B,I

PERT CHART

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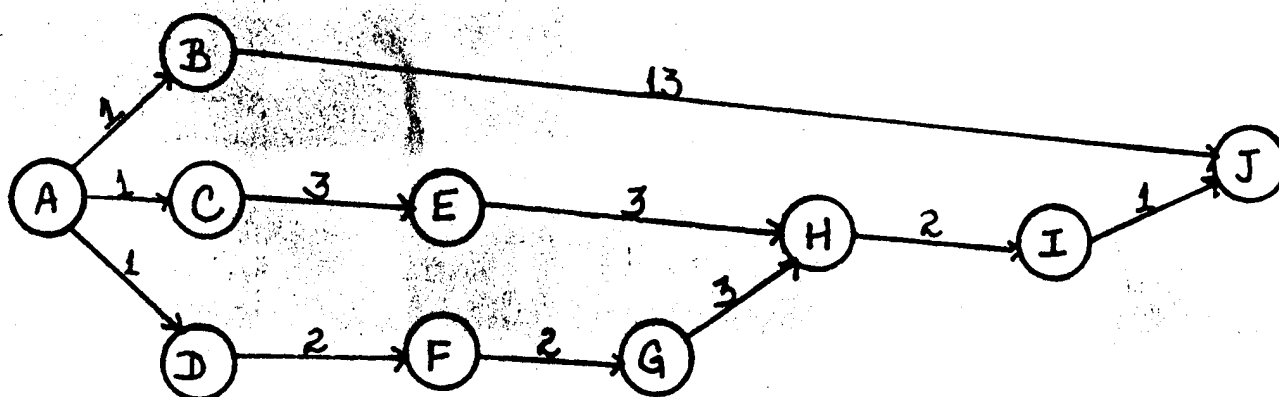
MEMORANDUM FOR:

This was not a very professional proposal in my opinion. I can't believe an OITSA is proposing Delta Data and a "Xerox" 3812 Let's talk.

Date

FORM 101 USE PREVIOUS
5-75   EDITIONS